

Constitution

for

Hennepin County Bureau of Community Corrections Probation and Parole Officers

Local 552

Article I Name

The name of this organization shall be Hennepin County Bureau of Community Corrections Probation and Parole Officers, Local Number 552 of the American Federation of State, County and Municipal Employees, AFL-CIO.

Article II Affiliations

This local union shall be affiliated with Minnesota Council Number 5 of the American Federation of State, County and Municipal Employees; the Minnesota AFL-CIO; and the Minneapolis Regional Labor Federation, AFL-CIO.

Article III Objectives

The objectives of this local union shall be to carry out on a local basis the objectives of the American Federation of State, County and Municipal Employees.

1. To unite Hennepin County Employees within the jurisdiction of American Federation of State, County and Municipal Employees for mutual welfare, protection and advancement.
2. To work for the establishment and maintenance of fair personnel practices, reasonable working hours, safe working conditions and fair salaries.
3. To foster and promote a good understanding between the employees, their employers, and the public.
4. To fulfill our commitment to social justice for all Americans, through reasonable use of union energies and resources.

Article IV Membership and Dues

Section 1. All probation and parole officers of the Hennepin County, Minnesota, Bureau of Community Corrections are eligible for membership in this local union, subject to the requirements of the constitution of the International Union.

Section 2. Application for membership shall be made on a standard application form. Unless such form includes a valid authorization for payroll deduction of dues, the application shall be accompanied by the current month's dues.

Section 3. The monthly membership dues of the local shall be 0.98% of an individual's gross wages to be deducted each pay period. Thereafter, the amounts shall be automatically adjusted each year by an amount equal to the adjustments of the International and Council 5 constitutions.

Section 4. Membership dues shall be payable monthly in advance to the local treasurer and in any event shall be paid not later than the 15th day of the month in which they become due. Any member who fails to pay dues by the 15th day of the month in which they

become due shall be considered delinquent, and upon failure to pay dues for two successive months shall stand suspended. Provided, however, that any person who is paying his dues through a system of regular payroll deduction shall for so long as he/she continues to pay through such deduction method, be considered in good standing.

Section 5. A member suspended under the above section may be reinstated to membership in the local on payment of all arrearages.

Article V Meetings

Section 1. Regular meetings of this local shall be held once each month, unless suspended for a designated period of time, not to exceed 90 days, by a majority vote of the general membership, at a time and place to be fixed by the membership or the local executive board.

Section 2. Special meetings may be called by the local president, the local executive board, or by petition filed with the president and signed by 10% of the members of the local. Special meetings may also be called by the International President or by an authorized representative of the International President.

Section 3. A quorum for meetings of this local union shall be 10% of the membership in good standing.

Article VI Officers, Nominations and Elections

Section 1. The officers of this local shall be a president, a vice-president, a secretary, a treasurer, 2 co-chief stewards and 8 stewards; and these fourteen shall constitute the local executive board. In addition, there shall be elected three members who shall serve as trustees. The trustees shall be elected to three-year terms of office, except that in the initial election, one shall be elected for a one-year term, one for a two-year term, and one for a three-year term. All other officers of the executive board shall be elected for a term of one year in the fall of 1999. Elections starting in 2000 shall be for two-year terms.

Section 2. Nominations shall be made at a regular or special meeting of the local. At least fifteen days' advance notice shall be given the membership prior to the nomination meeting. A nominating committee may be appointed or elected to make nominations, but whether or not such nominating committee is used, nominations shall be permitted from the floor at the nomination meeting. All regular elections shall be held in the month of December.

Section 3. To be eligible for office, a member must be in good standing for one year immediately preceding the election, except in the initial election held in this local; provided, however, that no retired member shall be a candidate for office.

Section 4. Officers shall be elected by secret ballot vote, and the balloting shall be so conducted as to afford to all members a reasonable opportunity to vote. At least fifteen days' advance notice shall be given the membership prior to the holding of the election.

Section 5. All matters concerning nominations and elections in this local union shall be subject to the provisions of Appendix D, entitled Elections Code, of the International Union Constitution.

Section 6. Vacancies in office shall be filled for the remainder of the unexpired term by vote of the executive board.

Section 7. Every officer shall, upon assuming office, subscribe to the Obligation of an Officer contained in Appendix B of the International Union Constitution as well as the defined duties specified by the Constitution of this local. Failure to abide by those specifications, as determined by the local's executive board, could result in the forfeiture of

monthly stipend until such time that the executive board determines compliance with all specifications.

Article VII
Duties of Executive Board Officers

Section 1. The president shall:

- a. preside at all meetings of the local union and of the executive board.
- b. He/she shall be a member of all committees.
- c. He/she shall countersign all checks drawn against the funds of the local.
- d. He/she shall appoint all standing committees and all special committees of the local, subject to the approval of the executive board.
- e. He/she shall report periodically to the membership regarding the progress and standing of the local and regarding his/her official acts.
- f. He/she shall perform any other reasonable functions as determined by the executive board and the local's membership.

Section 2. The vice-president shall:

- a. He/she will assist the president in the work of his/her office.
- b. He/she, in the absence of the president or in his/her inability to serve, the vice-president shall preside at all meetings and perform all duties otherwise performed by the president.
- c. He/she may, with the approval of the executive board, be authorized to act as co-signer of checks drawn on the local funds in place of either the president or the treasurer.
- d. He/she shall perform any other reasonable functions as determined by the local's president and the executive board.

Section 3. The secretary shall:

- a. He/she shall keep a record of the proceedings of all membership meetings and of all executive board meetings.
- b. He/she shall be responsible for maintaining the archives of the local and producing material from those archives when needed by the membership and executive board.
- c. He/she shall carry on the official correspondence of the local, except as the executive board may direct otherwise.
- d. He/she shall perform such other duties as the president and executive board may require.
- e. He/she will receive and process all newly signed membership and payroll deduction cards.
- f. He/she will maintain the bargaining unit mailing list.
- g. He/she will perform any other reasonable function as determined by the local's president or executive board.

Section 4. The treasurer shall:

- a. He/she will receive and receipt for all monies of the local union.
- b. He/she shall deposit all money so received in the name of the local union in a bank or banks selected by the executive board, and money so deposited shall be withdrawn only by check signed by the president and the treasurer.
- c. He/she shall prepare and sign checks for such purposes as are required by the constitution or are authorized by the membership or the executive board.
- d. He/she shall prepare and submit the monthly membership report to the International Union office and see that a check is drawn in payment of the local's per capita tax each month and sent to the International Secretary-Treasurer.
- e. He/she shall keep an accurate record of receipts and disbursements and shall, once each month, submit to the membership a monthly operating statement of the financial transactions of the local for the previous month and any projected expenses such as payroll and newsletter.
- f. He/she shall act as custodian of all properties of the local union.
- g. He/she shall, at the expense of the local union and through the International Union, give a surety bond for an amount to be fixed by the executive board of the local union.
- h. He/she shall see that any financial reports required by the International Union Constitution to be submitted to the International Union are submitted in accordance with the International Union Constitution.
- i. He/she shall provide trustees with documentation necessary to aid in audit.
- j. He/she will perform other reasonable functions as determined by the local's president or executive board.

Section 5. The chief steward shall:

- a. Be responsible for the supervision of all stewards.
- b. He/she will be responsible for assigning stewards to specific work sites.
- c. He/she will perform other reasonable functions as determined by the local's president or executive board.

Section 6. Stewards shall:

- a. He/she shall be responsible for keeping assigned constituents informed of issues before the local.
- b. He/she shall process all grievances of constituents in a timely manner and in accordance with the existing contract.
- c. He/she shall be responsible for the recruitment of new members.
- d. He/she will perform any other reasonable function as determined by the local's chief steward, president, or executive board.

Section 7. Trustees shall make or cause to be made at least semi-annually, an audit of the local's finances, and shall report to the membership on the results of such audits no later than the January general membership meeting.

Section 8. The executive board shall be the governing body of the local union except when meetings of the local union are in session. All matters affecting the policies, aims and means of accomplishing the purposes of the local not specifically provided for in this constitution or by action of the membership at a regular or special meeting shall be decided by the executive board. The board shall meet at the call of the president or of a majority of the members of the board. A report on all actions taken by the executive board shall be made

to the membership at the next following meeting. A majority of the members of the executive board shall be required for a quorum.

- a. The executive board shall ensure that bi-annually, on even-numbered years, an external independent audit be completed.

Article VIII Miscellaneous Provisions

Section 1. This local union shall at all times be subject to the provisions of the constitution of the American Federation of State, County and Municipal Employees.

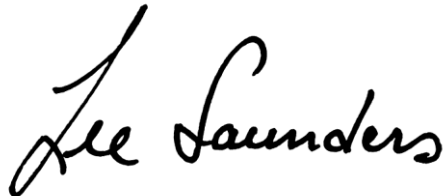
Section 2. Except to the extent specified in this constitution, no officer of the local union shall have the power to act as agent for or otherwise bind the local union in any way whatsoever. No member or group of members or other person or persons shall have the power to act on behalf of or otherwise bind the local union except to the extent specifically authorized in writing by the president of the local union or by the executive board of the local union.

Section 3. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this local union in all cases to which they are applicable and in which they are not inconsistent with this constitution and special rules of this local union or of the American Federation of State, County and Municipal Employees.

Article IX Amendments

This constitution may be amended, revised, or otherwise changed by a two-thirds vote of the members voting on such proposed change and such change shall take effect only upon written approval of the International President. Proposed amendments to this constitution must be read at a regular or special meeting of the local union and read and voted on at a subsequent meeting of the local union, adequate and proper notice having been given to the membership prior to the date on which the vote is taken. A written copy of the proposed amendment shall be furnished to every eligible voter at the meeting at which the vote is taken.

Approved by:



LEE SAUNDERS
President

Approval date: January 26, 2015



Lee Saunders
President

Laura Reyes
Secretary-Treasurer

Vice Presidents

Ken Allen
Portland, OR

Henry L. Bayer
Chicago, IL

Ken Deitz, RN
San Dimas, CA

Greg Devereux
Olympia, WA

Danny Donohue
Albany, NY

David R. Fillman
Harrisburg, PA

Michael Fox
Harrisburg, PA

Kathleen Garrison
Latham, NY

Raglan George Jr.
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Mattie Harrell
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Danny J. Homan
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Glenard S. Middleton Sr.
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Ralph Miller
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Gary Mitchell
Madison, WI

Douglas Moore Jr.
San Diego, CA

Frank Moroney
Boston, MA

Henry Nicholas
Philadelphia, PA

Randy Perreira
Honolulu, HI

Steven Quick Sr.
Indianapolis, IN

Lillian Roberts
New York, NY

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Lawrence A. Roehrig
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Eliot Seide
South St. Paul, MN

Mary E. Sullivan
Albany, NY

Braulio Torres
San Juan, PR

Jeanette D. Wynn
Tallahassee, FL

January 26, 2015

Patrick J. Guernsey, President
AFSCME Local 552
961 Tuscarora Avenue
St. Paul, MN 55102-3721

Dear Brother Guernsey:

We have completed our review of the dues amendment to the Local 552 Constitution, which was submitted by Field Representative Matthew Nelson on your behalf. The amendment has been approved.

Enclosed are two complete copies of the local constitution, as amended, with my signature of approval on the final page. Should the local amend this constitution in the future, please submit the amendments for approval after they have been adopted by the membership.

In solidarity,


LEE SAUNDERS
President

LS/MA:lj

Enclosures

cc: Gino Carbenia, Central Regional Director, O&FS
Eliot Seide, Executive Director, Council 5
Matthew Nelson, Field Representative, Council 5
Lisa Altendorfer, IT/Building Resources Manager, Council 5
Deb Smith, Support Specialist, Council 5
Michelle M. Moran, Secretary, AFSCME Local 552

American Federation of State, County and Municipal Employees, AFL-CIO

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